

# THE PANTHER CAREER ACTION PLAN

*Career and Leadership Development through the College Years at Pitt-Bradford*



## First Year - Discovery & Self-Assessment

### FIRST YEAR: DISCOVERY & SELF-ASSESSMENT

- If you are undecided about your major or career goals, complete the various assessments available on **FOCUS 2** or **SIGI 3** ([www.upb.pitt.edu/career](http://www.upb.pitt.edu/career)). These are two excellent online career guidance programs that help you explore your interests, values, skills, majors and occupations. Plan to meet with an advisor from **Career Services** or the **Academic Advising Center** to discuss your results.
- Undeclared majors should utilize the career resources offered by the **Academic Advising Office** (first year students) in Hanley Library or **Career Services** in the Commons.
- Plan to attend the annual **Alumni/Family Networking Luncheon** in September and **From Backpack to Briefcase** in January. You'll meet Pitt-Bradford alumni who want to help you with your career journey!
- The **Office of Career Services** offers a variety of assessments and inventories such as the Strong Interest Inventory and the Myers-Briggs Type Indicator.
- Attend **Club Night** in September and January to learn about campus organizations that relate to your personal and academic interests.
- Meet regularly with your faculty advisor to ensure that you are aware of relevant information related to your major, degree requirements and academic policies and procedures. Take responsibility for your academic progress.
- Join one or possibly two student organizations, which will allow you to meet others, become involved on campus and develop critical interpersonal, organization and leadership skills.
- Visit the **Office of Community Engagement** in the Harriett Wick Chapel to learn about community service opportunities.
- Participate in the **Leadership Development Series (LDS)** that is offered during Spring Term.
- Take full advantage of the academic resources on campus such as the **Academic Advising Center**, the **Academic Coaching and Tutoring Center**, **TRiO Student Support Services**, the **Math Center** and the **Writing Center**.
- Log into your account on **PantherLink**, Career Services' online career management system.
- Visit the **Career Resource Library** in Career Services and check out the Career Services web site [www.upb.pitt.edu/career.aspx](http://www.upb.pitt.edu/career.aspx)
- Check out the new **Alumni Relations/PBAA** web site at [www.upb.pitt.edu/alumni.aspx](http://www.upb.pitt.edu/alumni.aspx)
- Work with an advisor or career counselor to formulate an academic and career plan and set short-term and long-term goals for yourself.



## Sophomore Year: Career Exploration

### SOPHOMORE YEAR: CAREER EXPLORATION

- Identify interests, skills, work values and develop preliminary educational and career goals.
- Begin or update your resume. Check out **OptimalResume**, a resume builder that Pitt-Bradford students and alumni can access free of charge at [www.upb.optimalresume.com](http://www.upb.optimalresume.com).
- Log-in to your **PantherLink** account, Career Services' online career management system for jobs and internships. Remember to post your resume on **PantherLink**.
- If you are still undecided about your major or are uncertain about your chosen career, complete the assessments available on **FOCUS 2 or SIGI 3** ([www.upb.pitt.edu/career](http://www.upb.pitt.edu/career)). These are two excellent online career guidance programs that help you explore your interests, values, skills, majors and occupations. Plan to meet with an advisor to discuss your results.
- Take full advantage of the academic resources on campus such as the **Academic Advising Center**, the **Academic Coaching and Tutoring Center**, **TRiO Student Support Services**, the **Math Center** and the **Writing Center**.
- Participate in the **Leadership Development Series (LDS)** that is offered during Spring Term
- Using the **Office of Career Services** and **PantherLink**, seek out part-time and summer employment, job shadowing and information interviewing opportunities related to your career interests.
- Visit the **Office of Community Engagement** to learn about community service opportunities available to you and student organizations.
- Attend **Club Night** in September and January to learn about campus organizations that relate to your personal and academic interests.
- Consider joining a student club or organization that is related to your academic major.
- Plan to attend the annual **Alumni/Family Networking Luncheon** in September and **From Backpack to Briefcase** in January. You'll meet all kinds of alumni who want to help you with your career journey!
- Begin to explore possible internship opportunities through **Career Services**, as well as through faculty and academic departments.
- Attend the annual **Pitt-Bradford Career Fair** in March to explore internships and future career opportunities.
- Investigate study abroad experiences through the **International Studies** program.
- Meet regularly with your faculty advisor to ensure that you are aware of relevant information related to your major, degree requirements, and academic policies and procedures. Take responsibility for your academic progress. Continue to work on your academic and career plan.



## Junior Year: Experience & Take Action

### JUNIOR YEAR: EXPERIENCE AND TAKE ACTION

- Take full advantage of the resources on campus such as **Career Services**, the **Academic Advising Center**, the **Academic Coaching and Tutoring Center**, **TRiO Student Support Services**, the **Math Center** and the **Writing Center**.
- Consider joining **SGA** or **SAC** or a student club or organization that is related to your academic major.
- Attend **Club Night** in September and January to learn about campus organizations that relate to your personal and academic interests. Consider running for an officer or leadership position.
- Plan to attend the annual **Alumni/Family Networking Luncheon** in September and **From Backpack to Briefcase** in January. You'll meet all kinds of alumni who want to help you with your career journey!
- Meet regularly with your faculty advisor to ensure that you are aware of relevant information related to your major, degree requirements, academic policies and procedures. Take responsibility for your academic progress.
- Attend the various events, programs and workshops offered by **Career Services**.
- Update your resume. Check out **OptimalResume**, a resume builder which Pitt-Bradford students and alumni can access free of charge at [www.upb.optimalresum.com](http://www.upb.optimalresum.com). Have your resume critiqued in Career Services
- Utilize **PantherLink**, Career Services' online career management system for jobs and internships. Remember to post your resume on **PantherLink**.
- Participate in research, a directed study or internship to enhance your knowledge and skills while gaining valuable hands-on experience. **Career Services** and **PantherLink** can help you explore internships!
- Investigate graduate schools and/or career options for your major.
- Participate in the **Leadership Development Series (LDS)** that is offered during Spring Term.
- Prepare for and schedule appropriate graduate school admission examinations.
- Attend the annual **Pitt-Bradford Career Fair** to explore internships and future career opportunities.
- Conduct research in the Career Resource Library on graduate schools, internships, or the job search process.
- Check with the **Office of Community Engagement** in the Chapel about volunteer and community service opportunities.



# Senior Year: Career Implementation & Transition

## SENIOR YEAR: CAREER IMPLEMENTATION & TRANSITION

- Attend **Club Night** in September and January to learn about campus organizations that relate to your personal and academic interests. Consider running for an officer or leadership position.
  - Have your resume and cover letter critiqued by a Career Services staff member.
  - Register with **PantherLink**, Career Services' online career management system. Explore employers and employment opportunities on **PantherLink**. Remember to post your resume on the system.
  - Continue to utilize the academic resources on campus such as the **Academic Advising Center**, the **Academic Coaching/Tutoring Center**, **TRiO Student Support Services**, **Math Center** and the **Writing Center**.
  - Attend the various events, programs and workshops offered by **Career Services and the PBAA**.
  - Continue to meet regularly with your faculty advisor to ensure that you are on track to meet all requirements for graduation. You are responsible for your academic progress.
  - Participate in an internship to enhance your knowledge and skills while gaining valuable hands-on experience.
  - Prepare for and schedule appropriate graduate school admission examinations.
  - Plan to attend the annual **Alumni/Family Networking Luncheon** in September and **From Backpack to Briefcase** in January. During these events you'll network with talented alumni who want to help you!
  - Learn how to "work a job fair" and develop a "one minute commercial" as a means to introduce yourself to recruiters.
  - Work with **Career Services** to develop and practice your interviewing skills; schedule a mock interview.
  - Conduct research in the Career Resource Library on employers and job search issues.
  - Be sure to attend **Graduation Central** in mid-March where you can take care of all your pre-commencement activities in one place.
  - Attend the fall and spring job fairs on campus and in the region to explore internships and future career opportunities.
1. Create a timeline and plan for the graduate school application process or for transitioning into the job market after graduation.

Developed by the Office of Career Services, University of Pittsburgh at Bradford,  
[www.upb.pitt.edu/career](http://www.upb.pitt.edu/career)